Steps for a Successful Login

Steps for a Successful Login

This job aid will walk you through the steps necessary to check for a successful log-in to a SWIII.

Step	Action
1	Click **Start** and trace to **Programs**
2	Double click the My Documents Icon
3	

If	Then
Access is granted to the My Documents	Log-in to SWIII is successful and you may begin work.
Access is denied to the My Documents	Log-in process is unsuccessful and you must turn off the power to the machine*

*	If you have an unsuccessful log-in reach down and turn off the power to the workstation. **Wait 30 seconds** then turn on the power to the workstation. Once you have turned on the workstation and have the "Ctrl+Alt+Delete" window **wait 1 minute** before signing in.